



2018 ServeMontana Symposium Request for Session Proposals

The Governor's Office of Community Service seeks your proposal for one or more 45 minute breakout session(s) at the 2018 Annual ServeSymposium. Sessions will be presented to AmeriCorps members and staff. The priority deadline for submitting your proposal is **5:00pm on January 12, 2018**.

ServeMontana is a recognized leader of National Service and community volunteerism in Montana. The 9th Annual ServeSymposium has a reputation for engaging diverse speakers to present timely, practical and relevant information to AmeriCorps members serving across Montana. Now is your opportunity to present at the Governor's Office of Community Service's signature event!

As a presenter, you will:

- ✓ Receive a complimentary conference registration
- ✓ Have the opportunity to meet, network, and share your expertise with National Service members who want to learn about your topic
- ✓ Have your name and business affiliation published in conference materials and on the ServeMontana Symposium webpage

Conference dates and location: March 7-9, 2018 on campus at Carroll College in Helena, MT

Session Length and Style: Concurrent sessions are 45 minutes. Sessions should incorporate adult learning styles and be engaging. Concurrent sessions are in four time blocks with four options in each block.

Submission Deadline: The priority deadline for proposal submission is January 12, 2018. We will notify you about the status of your presentation proposal by January 31, 2018.

Conference Description and Participants (your target audience): The ServeMontana Symposium is the most significant gathering of AmeriCorps members and staff in our state. More than 270 AmeriCorps State, AmeriCorps VISTA members, program staff and members of the Montana Commission on Community Service convene to learn, network, and explore innovative and creative solutions to Montana's most pressing needs. Members are from diverse backgrounds serving throughout Montana in teams and single site placements. Combined they meet needs in the area of Economic Opportunity, Education, Environmental Stewardship, Healthy Futures and Veterans/Military Families. www.serve.mt.gov/serve-symposium

Conference Theme

The 2018 ServeSymposium theme is "National Service in Montana: It Starts With You!"

Session Proposals: We welcome and encourage sessions that align with our theme; we are looking for a diverse selection of offerings addressing elements of service and volunteerism.

We're looking for proposals for sessions that address:

- ✓ Hot topics, current issues in service and volunteerism
- ✓ Leadership
- ✓ Marketing, communications, social media
- ✓ Personal growth
- ✓ Project management
- ✓ Program delivery
- ✓ Public policy and civic engagement
- ✓ Resource development
- ✓ Research methodology and evaluation
- ✓ Sustainability
- ✓ Volunteer management

Presentation proposal review considerations:

- ✓ In what way is the topic relevant to service and volunteerism?
- ✓ What makes the topic/session interesting to attendees?
- ✓ Is the topic's focus clear and well-defined so that expectations of attendees are met?
- ✓ Will attendees feel that they learned valid, reliable information that they can put to use right away?
- ✓ How will the presenter(s) make the session engaging and interactive?
- ✓ What references have the presenter(s) provided indicating that they are knowledgeable and engaging speakers?
- ✓ What handouts, materials, and resources will be provided to enhance the session?

Please email your session proposal serve@mt.gov with the subject line "ServeSymposium Presenter"

The information we are requesting for your proposal is listed on the next page. Note that once you start entering your session online, you will be able to edit your responses before the final submission. But it's recommended that you complete your answers in another document before submitting through the online form. You can submit more one session.

Questions?

If you have any questions about the 2018 ServeSymposium or this Request for Session Proposals, please contact Andy Bixler at 406-444-9077 or email serve.mt.gov.

Thanks!

Request for Session Proposals

Please submit your session proposals online here to <http://serve.mt.gov/serve-symposium/>

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The deadline for submitting your proposal is **5:00PM on January 12, 2018**. We will notify you about the status of your proposed topic by January 31, 2018. If you have any questions about the 2018 ServeMontana Symposium or this Request for Proposals, please contact serve@mt.gov or 406-444-9077.

Information to prepare prior to submission:

Presenter Information

- ✓ Presenter(s) contact information, you will be able to enter up to five presenters.
- ✓ A brief bio for each presenter, please limit your biographical information to 100 words or less. This will be used in conference materials.

Session Information

- ✓ Proposed session title
- ✓ Brief Session Description, please provide a brief summary description in 150 or less for program booklet
- ✓ Three learning objectives
- ✓ Full session description and outline of presentation. Please use as much space as necessary to provide a clear understanding of the topic you will present, why you believe this is relevant for the nonprofit sector, or anything else of importance.
- ✓ Type of Presentation
 - Presentation with Power Point or Visuals
 - Lecture with no visuals
 - Group discussion or roundtable
 - Panel
 - Activity or demonstration
 - Other _____
- ✓ Have you presented this session or topic before? If yes, when and where?

Experience, Philosophy and References

- ✓ What is your philosophy about adult learning styles, and how do you incorporate this philosophy in your presentations(s)?
- ✓ Please share information about past trainings you have facilitated including evaluation information.
- ✓ Please provide two references who can speak to your group training/presentation style and proficiency.
- ✓ Are you an AmeriCorps Alum? If yes, when and where did you serve?
- ✓ Anything else you'd like us to know?